


Standard Operating Procedure		
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ACCEPTED/FILED

POLICY / POLICY REFERENCE

ISO / IEC 17011

Quality System Manual

 LABPR406 - Electromagnetics Compatibility and Telecommunications Accreditation Program Requirements

AUG 26 2013
 Federal Communications Commission
 Office of the Secretary

PURPOSE and SCOPE

This procedure defines the process for management and accreditation of laboratories to the requirements of (LABPR 406 - Electromagnetics Compatibility and Telecommunications Accreditation Program).

This document provides any additional requirements necessary for L-A-B to maintain and run this program in compliance with the FCC requirements for an approved accreditation body.

RESPONSIBILITY

It is the responsibility of the L-A-B President and Testing Program Manager(s) to assure the requirements of this procedure are followed.


PROCEDURERecognizing Authority(ies)

1. FCC (See Public Notice DA-10-1497)

Specific AB Requirements (From Public Notice DA-10-1497 Dated August 12, 2010)

1. Successful completion of a ISO/IEC 17011 peer review, such as being a signatory to the International Laboratory Accreditation Cooperation (ILAC) Mutual Recognition Arrangement (MRA) or other equivalent laboratory accreditation agreement;
2. Experience with the accreditation of electromagnetic compatibility (EMC), radio and telecom testing laboratories to ISO/IEC 17025. This can be demonstrated by having OET staff participate in a witness audit of the accreditation body performing an assessment of an EMC/Radio/Telecom testing laboratory; or by having OET staff review the report generated by the National Institute of Standards and Technology (NIST) laboratory accreditation evaluation program conducted to support the Asia Pacific Economic Cooperation (APEC) Mutual Recognition Arrangement (MRA) for Conformity Assessment of Telecommunications Equipment.

An applicant that offers other evidence has the burden of demonstrating that the information would enable OET to evaluate its experience with the accreditation of electromagnetic compatibility (EMC), radio and telecom testing laboratories to ISO/IEC 17025.

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3. Accreditation personnel/assessors with specific technical experience on the Commission equipment authorization rules and requirements; and
4. Procedures and policies developed for the accreditation of testing laboratories for FCC equipment authorization programs.
5. Use the latest Accredited Lab Checklist - v01 07-22-2010 Checklist FCC 853844 D01

TAG Structure / Technical Staff

1. The technical resources necessary for the implementation and continuous application of this accreditation program will be available and shall be included as part of the A-S-B Technical Advisory Group per the (A-S-B Quality System Manual) and (SOP 111 – Expanding into New Areas of Accreditation).
2. Only Qualified Assessors and Technical Experts will be utilized.

TAG Committee – Testing Expert Committee / Electrical Testing Sub Committee

General Requirements

1. The Quality System Manual and typical A-S-B Assessor qualification assessment process requirements apply.
2. The assessment must also include evaluation to the FCC technical checklist requirements (Form 406 – FCC Assessment Checklist) applies. This is in addition to the L-A-B Form 205.1 – Technical Competence Evaluation

DOCUMENTATION / REFERENCES

LABPR406 - Electromagnetics Compatibility and Telecommunications Accreditation Program Requirements
Form 406 – EMC Program Assessment Checklist
FCC Public Notice Memo – DA 10-1497 – August 12, 2010
FCC 853844 D01 Accredited Lab Checklist - v01 07-22-2010
SOP 111 – Expanding into New Areas of Accreditation

RECORDS

Assessment Package Reports
Form 406 – EMC Program Assessment Checklist

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ACCREDITATION
BUREAU** a division of A-S-B

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REVISION HISTORY

Revision Level	Revision Date	Revised By	Brief Description of Revision
Original	12/15/10	Randy Long	Original Issue
Rev 1	2/27/12	Jason Stine	Reformatted. Complete revision.

Approved: _____

DATE: 02/27/12